



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #22-73-OPE

(This Policy Bulletin Obsoletes PB#22-05-OPE)

ENDING OF REFERRALS TO HOMEBASE FOR POTENTIAL EMERGENCY HOUSING VOUCHERS

Date: September 23, 2022	Subtopic(s): Obsolescence of Procedure and Form
	<p>The purpose of this Policy Bulletin is to inform Family Independence Administration (FIA) Homelessness Diversion Unit (HDU) staff that they are no longer referring applicants/participants to Homebase for Emergency Housing Vouchers (EHV).</p> <p>Accordingly, the following procedure and form are now obsolete:</p> <ul style="list-style-type: none"> • POLICY BULLETIN #22-05-OPE; and • Homebase Referral from the Family Independence Administration (FIA) (HRA-146y). <p>Benefits Access Center (BAC) directors must ensure that all versions of the form are removed from circulation and recycled.</p> <p>A sample of the obsoleted form is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>HRA-146y Homebase Referral from the Family Independence Administration (FIA) (Obsolete)</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 3 at the prompt followed by 1 or
 send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Date: _____

Case Number: _____

Case Name: _____

Center: _____

**HOMEBASE REFERRAL FROM
 THE FAMILY INDEPENDENCE ADMINISTRATION (FIA)**

Referral to: Homebase*			
Provider Name:	_____		
Address:	_____		
City:	State:	Zip Code:	
Telephone Number:	_____		

*Note to FIA Staff - Click the link based on the client's borough of residence to find the correct Homebase provider: [Bronx](#) | [Brooklyn](#) | [Manhattan](#) | [Queens](#) | [Staten Island](#)

Household Composition and Current Rent Status	
Head of Household Name: _____	
Number of Adults: _____	Number of Children: _____
Current Rent Amount: _____	Household Income (Monthly): _____
Number of Bedrooms: _____	

(Turn page)

Potential EHV Eligibility

Is the household income at or below 30% Area Median Income (AMI)? Yes No

Family Size	1	2	3	4
30% AMI	\$25,080	\$28,650	\$32,220	\$35,790

Family Size	5	6	7	8
30% AMI	\$38,670	\$41,520	\$44,400	\$47,250

Is the household at risk of shelter entry due to COVID hardships? Yes No

Is the household rent at or below the EHV rent limit? Yes No

Bedroom Size	Family Size	EHV*
0	1 or 2	\$1,900
1	1 or 2	\$1,945
2	3 or 4	\$2,217
3	5 or 6	\$2,805
4	7 or 8	\$3,006

*Amounts do not include exception amounts for particular zip codes.
Visit <https://www1.nyc.gov/site/hpd/services-and-information/subsidy-and-payment-standards.page> to search for a specific zip code.